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AUTHOR Spence, Mary Catherine
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ABSTRACT

This manual is intended to assist nonreaders in developing job search skills. It includes materials for use in nine sessions involving the nonreader and a tutor. The following questions are addressed in the individual sessions: Am I ready to look for a job? What kind of job do I want? What do I want and need in a job? Where are the jobs? How do I fill out a job application? What is a resume? What do I say on the phone? What do I do at an interview? How do I keep on looking? and Now that I've got it, how do I keep it? Each session is divided into three parts. The first part looks at current job leads and what can be done right away. Part 2 teaches the new objective for the lesson and may include activities. The final part gives assignments to be carried out before the next meeting. The ninth session is intended for use after the student has obtained a job, and the eighth session is intended to set a framework for continuing the job search for as many sessions as is necessary. All of the session activities and study assignments make an allowance for the fact that the student is a nonreader, and suggestions are provided to help students circumvent some of the difficulties that nonreaders might encounter when doing such things as filling out job applications. (MN)

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Job Search Workbook

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STUDENT BOOK

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STUDENT MANUAL

FOR

JOB SEARCH WORKBOOK

Mary Spence

CIU #10 Development Center for Adults

Centre County Vocational-Technical School

Pleasant Gap, Pennsylvania 16823

This workbook is intended to help you keep a record of your job search effort. In it you will find ideas, activities and suggestions to help you meet your goal

A JOB

A tutor or a friend may be working with you to help you organize and record your job search effort.

Good luck!

This book is dedicated to Ed who now has employment and reading skills.

CONTRACT WITH TUTOR

My name is _____

I am ready to look for a job.

I will work with my tutor/friend to look for jobs. I will honestly try the activities suggested by my tutor/friend and make looking for a job a real full time job.

Signed _____

Tutor _____

We will meet (day)_____ (time) _____

(place)_____

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This book will help you answer these questions.

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SESSION 1 - AM I READY TO LOOK FOR A JOB?

CURRENT JOB LEADS

Do you have any job leads now? Yes No

Use the last page of this book to record every job lead you get.

WHAT HAVE YOU DONE ABOUT IT?

_____

WHAT WILL YOU DO NOW?

_____

USE THE PHONE

USE THE PHONE BOOK

DO IT NOW!

SESSION 1 - AM I REALLY READY TO LOOK FOR A JOB?

I will get ready to look for a job.

YOUR BEST FOOT FORWARD

Since your reading and writing are not strong you must depend on other things to let people know about you and your work ability.

SPEAKING

LISTENING

LOOKING GOOD

These things will help you get a job - **USE THEM** and use them to your advantage make them work for you, not against you.

SPEECH

Do you:	Yes	No
Speak Clearly	( )	( )
Slur your words	( )	( )
Finish your sentences (ideas)	( )	( )
Leave the listener waiting for you to finish	( )	( )
Make your point quickly	( )	( )
Ramble on about anything	( )	( )
Use correct English	( )	( )
Use a lot of slang words	( )	( )
Use incorrect English	( )	( )
Say "uh" a lot	( )	( )
Say "ya' know" a lot	( )	( )
Stick to the subject	( )	( )
Change the subject	( )	( )
Answer questions directly	( )	( )
Avoid direct answers to questions	( )	( )
Say what you really wanted to say	( )	( )
Forget to make the point you wanted to make	( )	( )
Wait for the correct time to speak	( )	( )
Interrupt others	( )	( )
Add your own:		
_____	( )	( )

You know your own speech habits. Think about what you need to do to speak more clearly.

LISTENING:

DO YOU REALLY LISTEN

MAKE A CONSCIOUS EFFORT TO REALLY HEAR WHAT THE OTHER PERSON IS SAYING.

LISTEN NOT ONLY WITH YOUR EARS BUT WITH YOUR WHOLE ATTITUDE.

DO NOT INTERRUPT.

SPEAK ONLY AFTER THE OTHER PERSON IS FINISHED.

LISTEN WITH YOUR MANNER. YOUR WHOLE BODY SHOWS THAT YOU ARE LISTENING.

LOOK AT THE SPEAKER, SIT UP AS THOUGH YOU ARE LISTENING.

LISTEN TO UNDERSTAND WHAT THE PERSON IS SAYING.

ASK QUESTIONS TO MAKE SURE YOU UNDERSTAND.

INTEND TO REMEMBER WHAT YOU HEAR.

REPEAT IT TO YOURSELF OR OUT LOUD IF POSSIBLE.

WRITE DOWN CLUES TO HELP YOU REMEMBER.

NUMBERS OR INITIALS CAN BE CLUES TO HELP YOU REMEMBER.

LISTENING - REALLY LISTENING IS A SKILL
LEARN HOW TO USE IT

LOOKING GOOD

A first impression is a lasting impression = especially for a employer.

You must sell yourself by what you look like.

START NOW:

Shower every day
Wear clean clothes everyday
Use deodorant everyday
Wash your hair - at least twice a week
Comb and fix your hair everyday
Brush your teeth at least twice a day
Shave everyday (or trim a beard often)

Locate or buy 1 or 2 nice sets of clothes for an interview. Have them clean and ready to go.

Have a complete set. Not only a shirt / blouse / sweater / pants / skirt / dress

but also shoes - shined / coat - clean.

Continue to look as nice as possible after you get a job.

Looking good helps you get a job. It also helps you keep that job.!

Today's date _____

Activity:

Rate yourself in each of the following areas. If you check "Good," tell why you rated yourself that way. If you check "Needs Work," tell how you think you could improve.

	Good	Needs Work
Hair/clean/combed/cut (if neccessary)		
Skin/clean (shaved or trimmed)		
Teeth		
Hands and Nails		
Body Cleanliness		
Clothing		
Shoes		
Overall Look		

You will rate yourself during each session with your tutor. Remember to be ready for a job interview at any time.

You represent the company or the person you work for. What will people think of the company when they see you?

YOU NEED TO KNOW THAT "LOOKING GOOD"

is important to other people even if it is not important to you

YES - your skill and ability to do the job are important

BUT - "LOOKING GOOD" is also important!

Part of "LOOKING GOOD" is shown in your atitude toward a job.

Activity: Circle one answer.

If you were hiring someone would you want someone who:

cooperates with others	or	complains about others
carries out orders	or	puts off orders until later
is willing to try something new	or	resists any change
comes to work regularly	or	is often out of work
comes to work on time	or	is often late
works hard to earn the paycheck	or	feels you owe him a job
completes the work assignment	or	never has time to finish all the work

Ask yourself: Are you really willing to work or do you just want or need a job in order to take home a payheck?

ROLE PLAY: Pretend your tutor is an employer. Answer this question: Why should I hire you?

Another part of "LOOKING GOOD" is shown in the way you treat other people.

Activity: Circle one answer.

If you were hiring someone would you want someone who:

smiles and says hello	or	frowns and ignores other people
compliments people on good work	or	is jealous if someone does a better job
encourages coworkers	or	complains about coworkers
avoids getting into fights	or	is always involved in a fight
says what she/he means clearly in a non threatening way	or	threatens and yells at coworkers

ROLE PLAY: Pretend your tutor is an employer. Answer this question: What would you do if a coworker told you that your boss was not happy with your work and you would probably be fired?

Assignment: 1. Take action on job leads you already have.

2. Call 2 friends who are employed and ask if they know of any jobs where they work. Be ready at next session for rating yourself for "LOOKING GOOD".

SESSION 2 - WHAT KIND OF JOB CAN I DO?

CURRENT JOB LEADS

Do you have any new job leads? Use the last page of this book to record every job lead you get.

What have you done about them?

What will you do now?

Update action on old job leads. Is there any action you can take right now?

Use the phone

Use the phone book

DO IT NOW!

Rate yourself on "LOOKING GOOD"

Today's date _____

Activity:

Rate yourself in each of the following areas. If you check "Good," tell why you rated yourself that way. If you check "Needs Work," tell how you think you could improve.

	Good	Needs Work
Hair/clean/combed/cut (if neccessary)		
Skin/clean (shaved or trimmed)		
Teeth		
Hands and Nails		
Body Cleanliness		
Clothing		
Shoes		
Overall Look		

You will rate yourself during each session with your tutor. Remember to be ready for a job interview at any time.

SESSION 2 - WHAT KIND OF JOB CAN I DO?

New Objective

I will identify my skills.

In order to get a job you need to know what you can do. You also need to know if it is possible to get paid for the things you can do.

Activity:

List things you can do.	Is it possible to get paid for this Yes	No	What kind of employer would pay you to do this?
_____	—	—	_____
_____	—	—	_____
_____	—	—	_____
_____	—	—	_____
_____	—	—	_____

List jobs you have had in the past.			
_____	—	—	_____
_____	—	—	_____
_____	—	—	_____
_____	—	—	_____
_____	—	—	_____

	Is it possible to get paid for this		What kind of employer would pay you to do this?
List things you think you could learn to do quickly.	Yes	No	
_____	—	—	_____
_____	—	—	_____
_____	—	—	_____
_____	—	—	_____
_____	—	—	_____

List things you like to do for fun. (hunt, fish, skate, dance, collect things)

_____	—	—	_____
_____	—	—	_____
_____	—	—	_____
_____	—	—	_____
_____	—	—	_____

Can you think of skills that you have because of what you like to do (care and cleaning of gun, organizing helping others learn your skill)?

_____	—	—	_____
_____	—	—	_____
_____	—	—	_____
_____	—	—	_____
_____	—	—	_____

Activity: Look at all of the lists you have made. Pick 5 things that:
you are able to do
you think could lead to a job

1. _____

2. _____

3. _____

4. _____

5. _____

Assignment:

1. Look at your list of 5 jobs. Talk about each job with your tutor. Answer the following questions?

Question 1 Do I know anyone who does that job?

Question 2 What company or person could I do this for?

Question 3 Who can I call to find out more information about this?

Question 4 Where could I go to apply for this job?

Job 1 _____

Question 1 _____

Question 2 _____

Question 3 _____

Question 4 _____

Job 2 _____

Question 1 _____

Question 2 _____

Question 3 _____

Question 4 _____

Job 3 _____

Question 1 _____

Question 2 _____

Question 3 _____

Question 4 _____

Job 4 _____

Question 1 _____

Question 2 _____

Question 3 _____

Question 4 _____

Job 5 _____

Question 1 _____

Question 2 _____

Question 3 _____

Question 4 _____

Assignment:

1. Make at least 3 phone calls about the jobs listed above.
2. Take any possible action on other job leads. (Be sure to record any action on the last page of this book.)

SESSION 3 - WHAT DO I WANT AND NEED IN A JOB?

CURRENT JOB LEADS

Do you have any new job leads? Use the last page of this book to record every job lead you get.

What have you done about them?

What will you do now?

Update action on old job leads. Is there any action you can take right now? Talk about the status of each job with your tutor.

Use the phone

Use the phone book

Rate yourself on "LOOKING GOOD"

Today's date _____

Activity:

Rate yourself in each of the following areas. If you check "Good," tell why you rated yourself that way. If you check "Needs Work," tell how you think you could improve.

	Good	Needs Work
Hair/clean/combed/cut (if neccessary)		
Skin/clean (shaved or trimmed)		
Teeth		
Hands and Nails		
Body Cleanliness		
Clothing		
Shoes		
Overall Look		

You will rate yourself during each session with your tutor. Remember to be ready for a job interview at any time.

SESSION 3 - WHAT DO I WANT AND NEED IN A JOB?

New Objective

I will identify what I want and need in a job.

What would you like to do most if you had the training?

What would you like to do that you can do right now with no further training?

What would you like to do if you could read better?

What training would you take if you had the chance to do what you wanted?

Is there any way for you to get this training? How?

What are you doing right now to improve your skills?

What could you do later to improve your skills if you wanted to?

Are you planning on taking any action to improve your skills?

_____

Activity:

These things can help you plan your job future:

What do you want to do now?

_____

What would you like to be doing in 5 years?

_____

What would you like to be doing in 10 years?

_____

What do you need in a job now?

What I would like		What I would accept
_____	location	_____
_____	salary	_____
_____	hours	_____
_____	kind of work	_____
_____	people I work with	_____
_____	benefits	_____
_____	chance for raises	_____
_____	starting date	_____

Write the 3 things that are most important to you from the list above.

_____

_____

_____

Activity:

Talk about why each of these things is important to you. Is it important enough to turn down a job that doesn't meet your requirements?

Try this: Think of 2 jobs you want. Fill in this chart. Fill in this chart for each job you think about from now on.

JOB NEEDS

Job _____

	Is this okay ? Yes	No
location		
salary		
hours		
kind of work		
people I work with		
benefits		
chance for a raise		
starting date		
Would I accept this job?		

JOB NEEDS

Job _____

	Is this okay ? Yes	No
location		
salary		
hours		
kind of work		
people I work with		
benefits		
chance for a raise		
starting date		
Would I accept this job?		

Job _____

	Is this okay ? Yes	No
location		
salary		
hours		
kind of work		
people I work with		
benefits		
chance for a raise		
starting date		
Would I accept this job?		

Assignment:

1. Call 2 other friends or family members to ask if they know about job leads. Get information to fill in JOB NEEDS chart on new job leads and old job leads.
2. Bring a newspaper and a telephone book to the next job session.

SESSION 4 - WHERE ARE THE JOBS?

CURRENT JOB LEADS

Do you have any new job leads? Use the last page of this book to record every job lead you get.

Use the extra **JOB NEEDS** pages in the back. Fill out **JOB NEEDS** on each job you are looking at. Is some information missing? How can you find out. Use the phone if there is a way to get more information.

What have you done about each job lead?

What will you do now?

Update action on old job leads. Is there any action you can take right now? Talk about the status of each job with your tutor.

Use the phone.

Use the phone book.

Rate yourself on "LOOKING GOOD"

Today's date _____

Activity:

Rate yourself in each of the following areas. If you check "Good," tell why you rated yourself that way. If you check "Needs Work," tell how you think you could improve.

	Good	Needs Work
Hair/clean/combed/cut (if neccessary)		
Skin/clean (shaved or trimmed)		
Teeth		
Hands and Nails		
Body Cleanliness		
Clothing		
Shoes		
Overall Look		

You will rate yourself during each session with your tutor. Remember to be ready for a job interview at any time.

JOB NEEDS

Job_____

	Is this okay ? Yes	No
location		
salary		
hours		
kind of work		
people I work with		
benefits		
chance for a raise		
starting date		
Would I accept this job?		

Job_____

	Is this okay ? Yes	No
location		
salary		
hours		
kind of work		
people I work with		
benefits		
chance for a raise		
starting date		
Would I accept this job?		

New Objective

I will find out where the jobs are.

Job leads can be found in many places. The newspaper is one place. Some people find jobs in the newspaper.

Activity:

Use your newspaper. Find the classified section. Find **HELP WANTED.** Look at each job with your tutor. Mark every job. Use this code:

X not interested or do not qualify

⬭ possible job lead

FOOD SERVICE SUBSTITUTES

We have need for substitutes to work on an as-needed basis at our various buildings. The work entails a variety of duties in the operation of the school lunch program.

If you are interested in being considered, contact us at 238-7141 or stop at our Food Service Office at the rear of the Intermediate High School.

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State College, PA 16801

an equal opportunity employer M/F 400

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111 S. Allen St. Office 2-F
State College, Pa. 16801
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For appointment Call:
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(814) 238-4853

400 Help Wanted

ACCOUNTING SUPERVISOR Accounting degree required. 3-5 years experience. Knowledge of general accounting theory, accounting systems, and computerized accounting. Must work well with others. Salary is commensurate with experience. Excellent company benefits. Send resume to: P.O. Box 10703, Calder Square, State College, PA 16805-0703.

ASSISTANT TO THE PRESIDENT

Experienced, organized, take-charge, get-things-done person to handle special projects on behalf of chief executive officer. Experience in marketing necessary. EOE/AA.
Send resume to:
Times Office Box 89-315,
State College, PA 16804.

CLERK/RENTAL AGENT

Apartment management firm requires responsible full time person for immediate opening. Excellent clerical, communications and sales skills necessary. Applicant must have dependable car. Reply to Times Office Box 89-321, State College, PA 16804

COOK WANTED. 5 years experience, to start immediately. Reply 238-8128 between 12-5 pm weekdays.

AUTO MECHANIC
Accepting applications for full and part-time positions. Must have own tools, minimum 2 yrs prior experience. Call Precision Imports. 234-4112 ask for Ed.

You try it. Would you be interested or qualify for any of these jobs?

400 Help Wanted

BABYSITTER for 2 children, our home, Pleasant Gap area. 359-2157, 9 am-8 pm.

BABYSITTER in Bellefonte from 3-10:30 p.m. Evelyn before 2:45, 355-3458.

BIDS ARE BEING ACCEPTED at Susque-View Home Inc. for Beauty Barber Services. Specifications for bids may be picked up at Susque-View's Business Office between 8:30 and 4:00 pm. Bids must be returned by 4pm. Feb. 18, 1985. Cree Drive, Lock Haven, Pa. 17745.

BUS DRIVER for motor coach. 15 years motor coach/truck driving experience. Retirees welcome to apply. 238-4901.

CAR RENTAL CLERK needed Mon- Fri. 7:30 - 4:30. Send resume to PO Box 162 State College, PA 16804.

DELIVERY HELP NEEDED
STATE COLLEGE

The Centre Daily Times is looking for a reliable person to deliver newspaper bundles to carriers in the State College area. This contract position provides excellent earnings for about two hours of work each day. A dependable truck or van is required, as well as a valid PA driver's license. If interested, apply in person at the Centre Daily Times, 3400 E. College Ave. – across from the Nittany Mall. Hours are from 8 a.m. to 7 p.m.

DENTAL PROSTHESIS TECHNICIAN for laboratory. Send resume to: Times Office Box 89-318, State College, PA 16804.

EXPERIENCED Motorcycle mechanic. Send replies to PO Box 241, Lemont Pa, 16851.

FULL-TIME substitute teacher for grades 7-10 to teach Earth Science, Health and Biology. Experience preferred. Immediate opening. Contact Ray Kelley at 814-684-3000.

KITCHEN HELP needed 3-11 shift. Apply Sunset West Restaurant, Pleasant Gap, 359-2783.

LICENSED COSMETOLOGY INSTRUCTOR. Experience preferred but not necessary, must be aggressive, willing to learn and accept responsibility. Send resume to: Courier Express, PO Box 75X, Dubois, Pa 15801.

CHEF

Private country club in North Central PA seeks working chef. Salary plus benefits. Immediate opening. Send resume to: P.O. Box 128, St. Mary's, PA 15857 or call (814) 834-7256.

CHILD CARE

Professional couple seeks experienced and mature person to care for 9 mo. old child. Flexible schedule, light housekeeping, must have own transportation. Excellent salary. Please submit qualifications and references to: Personnel Manager, PO Box 259, State College, PA 16804.

400 Help Wanted

DENTAL RECEPTIONIST, part time. 2-2½ days/week. Phone 237-3053 on Monday.

DENTAL RECEPTIONIST/ SECRETARY for dental office. Send resume to: Times Office Box 89-319, State College, PA 16804.

DIRECTOR MATERNAL CHILD PROGRAM

Home Health Agency is currently seeking a Registered Nurse with demonstrated leadership ability to direct the clinical area for Maternal and Child Health services which includes a four county area. Individual must have a minimum of four years experience in maternal and child health care with management and/ or teaching background. Qualifications: BSN required - MSN in Maternal Child Health preferred. Contact the Home Nursing Agency, 201 Chestnut Avenue, Altoona, PA 16601 or telephone (814) 946-5411, extension 62. An Equal Opportunity Employer.

DRAFTERS with experience in machine and tool design, tecnical school accepting applications for full-time teaching position. Salary $1000 per mo with complete benefit package. Call daily 8-5, 814-371-2090.

Now do it with your newspaper. Be sure to mark every job. Call the number for any job you circled. Do it now!

Use the phone

Use the phone book

Use the pages at the back of this book to keep track of each job lead.

Not all jobs are advertised in the "Help Wanted" section of a newspaper.

Look in the "Business" section of the newspaper with your tutor. Are there any new businesses opening? Yes No

Do you think they might have a job you can do? Yes No

Put them on your job leads sheet. Call or take action now if possible.

Look through the rest of your newspaper. Look at the advertisements. Think about each business. Would that business have a job you could do? Can you take any action now? Call! Do it now!

Many people do not get jobs from the newspaper. Most jobs are never advertised. Many people get jobs because they find out about them from other people who are already working.

Activity:

Make a list of friends and family members who are working now.

Make a list of places you see and meet people.

grocery store	
church	
YMCA	
child's school	
bar	

These people can help you get a job. Start talking to them.

Don't start by asking for a job.

Do: introduce yourself (if necessary).

Talk about something you have in common.

Say you are looking for a job.

Ask if they know about any jobs where they work.

If so, ask for the name of the person you should talk to.

If not, tell them you would appreciate knowing about any jobs they hear about in the future.

Tell them when you will check with them later to see if they have heard of any jobs.

Check at the time you told them you would.

ROLE PLAY:

1. STUDENT: pretend you are a grocery clerk. TUTOR: using the suggestions above pretend that you are looking for a job. Ask the grocery clerk if she/he knows of any jobs.
2. Reverse rolls. TUTOR: pretend to be a neighbor of student. STUDENT: ask neighbor about jobs.
3. Continue practice. TUTOR: pretend to be different people that appear on the above lists.

OTHER WAYS TO GET JOB LEADS

Not everyone gets a job through friends and acquaintences. Some people get jobs by calling a company on their own. How can you find out about companies that

hire people with your skill? Try the phone book. Most companies are listed in the yellow pages.

Activity:

1. Use a phone book. Find the yellow pages. Open to any page. With your tutor look at every company on that page. Answer the question: Would that company hire someone with my skills? Make a list of any companies for which your answer is yes.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Call these companies. Add them to your job leads list.

2. Think about the kind of company that will be most likely to hire people with your skills. With the help of your tutor locate the page the companies will be listed on. Make a list of some of those companies.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Do you know anything about these companies? Talk about them with your tutor.

Assignment:

1. Check your newspaper everyday. If possible have someone help you mark every ad in the HELP WANTED section. Make calls if you can.

2. Call or talk to 2 friends or people you meet. Ask about job leads. Use the words that you and your tutor used in role play.
3. Go out to a place that you might see people to talk to. Make sure you are "LOOKING GOOD". Go out often, even if you do not have another reason to go. Go to places you will see people you can talk to.
4. Call one of the companies from the list you made from the phone book. Ask about possible job openings. Be sure to tell what kind of job you are qualified for.
5. Bring a newspaper and phone book to your next session.
6. Bring information about your school and job history. Bring anthing that may be helpful in filling out job applications. Think about names of people you have worked for and dates of that work.

SESSION 5 - HOW DO I FILL OUT A JOB APPLICATION

WHAT IS A RESUME?

CURRENT JOB LEADS

Do you have any new job leads? Use the last page of this book to record every job lead you get.

Use the extra JOB LEADS pages in the back. Fill out JOB NEEDS on each job you are looking at. Is some information missing? How can you find out? Use the phone if there is a way to get more information.

What have you done about each job lead?

What will you do now?

Update action on old job leads. Is there any action you can take right now? Talk about the status of each job with your tutor.

Use the phone.

Use the phone book

Rate yourself on "LOOKING GOOD".

Did you bring a newspaper?

1. Mark every ad in the HELP WANTED section.
2. Look at the "Business" section.
3. Look at the ads.
4. Write down any job leads you found.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Use the page in the back of this book to record job leads. Is there anything you can do now?

DO IT NOW

CALL!

Today's date_____

Activity:

Rate yourself in each of the following areas. If you check "Good," tell why you rated yourself that way. If you check "Needs Work," tell how you think you could improve.

	Good	Needs Work
Hair/clean/combed/cut (if neccessary)		
Skin/clean (shaved or trimmed)		
Teeth		
Hands and Nails		
Body Cleanliness		
Clothing		
Shoes		
Overall Look		

You will rate yourself during each session with your tutor. Remember to be ready for a job interview at any time.

JOB NEEDS

Job_____

	Is this okay? Yes	No
location_____		
salary_____		
hours_____		
kind of work_____		
people I work with_____		
benefits_____		
chance for a raise_____		
starting date_____		
Would I accept this job?_____		

Job_____

	Is this okay ? Yes	No
location_____		
salary_____		
hours_____		
kind of work_____		
people I work with_____		
benefits_____		
chance for a raise_____		
starting date_____		
Would I accept this job?_____		

SESSION 5 - HOW DO I FILL OUT A JOB APPLICATION? WHAT IS A RESUME?

NEW OBJECTIVE:

I will prepare a job application and a resume.

On the next page you will find an "Application for employment."

Almost every employer requires that you fill out an application.

Look at this application with your tutor. Have your tutor fill in the application in pencil. Fill it in as completely as possible. Leave no blanks.

Is any information missing? How and where can you locate the missing information. If possible get the information now. Use the phone if possible. DO IT NOW!

Activity:

Use the 2nd blank application. You copy the information onto it.

Try to be: NEAT
CLEAN
COMPLETE
ACCURATE

DON'T TAKE TOO MUCH TIME!

For some jobs you may need a resume. Use the information you collected for your application to fill in the following form. Have your tutor fill it in with the information you discuss.

When you are happy with the result identify someone who can type it for you.

Typist_____

Cost_____

Amount of time required_____

You will need many copies to give to employers.

Where will you go to have it copied?

_____

How much will it cost?

_____

APPLICATION FOR EMPLOYMENT

PLEASE PRINT

LAST NAME	FIRST NAME - MIDDLE INITIAL	SOCIAL SECURITY NO.	TODAY'S DATE

MAILING ADDRESS - NO. AND STREET	CITY AND STATE - ZIP CODE	TYPE OF WORK DESIRED	
			☐ PART TIME ☐ FULL TIME

TELEPHONE NUMBER — DURING THE DAY: Area Code: ___ / _____

EVENINGS AND WEEKENDS: Area Code: ___ / _____

(Either Telephone Number Is A Work Phone Number, May We Contact You There? Yes ☐ No ☐

PERSONAL DATA

DATE OF BIRTH: Month	Day	Year	ARE YOU A CITIZEN OF THE U.S. ? Yes ☐ No ☐
Age:	Male ☐ Female ☐		If No, Type Visa _____

HAVE YOU EVER BEEN CONVICTED OF ANY CRIME? (Do Not Include Minor Traffic Violations) Yes ☐ No ☐

If Yes, Please Explain _____

DOES THE UNIVERSITY EMPLOY ANY OF YOUR RELATIVES? Yes ☐ No ☐ If Yes, Please Fill Out Below.

NAME	DEPARTMENT	RELATIONSHIP

HAVE YOU EVER BEEN EMPLOYED BY THE UNIVERSITY? Yes ☐ No ☐ If Yes, Please Fill Out Below.

DEPARTMENT	FROM (Date) TO (Date)	NAME OF SUPERVISOR

EDUCATION

SCHOOL		LENGTH OF TIME ATTENDED	DATE FINISHED	GRADUATED Yes No	COURSE
High School (City & State)					MAJOR MINOR
College Or University (City & State)	DEGREES				

Professional Organizations Or Associations (Do Not Include Information That Provides Evidence Of Race, Religious Creed, Color, Ancestry Or National Origin).

• AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER •

EMPLOYMENT RECORD

PRESENT OR LAST EMPLOYER	Firm Name		Kind Of Business		Your Salary
	Address Of Firm	Zip Code	Dates Employed: From (Date)	To (Date)	
	Describe Your Duties				
	Name And Job Title Of Supervisor		Your Reason For Leaving		

NEXT PREVIOUS EMPLOYER	Firm Name		Kind Of Business		Your Salary
	Address Of Firm	Zip Code	Dates Employed: From (Date)	To (Date)	
	Describe Your Duties				
	Name And Job Title Of Supervisor		Your Reason For Leaving		

NEXT PREVIOUS EMPLOYER	Firm Name		Kind Of Business		Your Salary
	Address Of Firm	Zip Code	Dates Employed: From (Date)	To (Date)	
	Describe Your Duties				
	Name And Job Title Of Supervisor		Your Reason For Leaving		

LONGEST EMPLOYER (IF NOT LISTED ABOVE)	Firm Name		Kind Of Business		Your Salary
	Address Of Firm	Zip Code	Dates Employed: From (Date)	To (Date)	
	Describe Your Duties				
	Name And Job Title Of Supervisor		Your Reason For Leaving		

U. S. MILITARY SERVICE

Branch	Date Of Entry	Date Discharged Or Placed On Active Duty	Type Of Discharge
Present Or Last Rank	Special Training Received		
Type Of Duties Performed			

REMARKS

THIS SPACE IS PROVIDED TO MAKE ANY ADDITIONAL REMARKS THAT WILL GIVE US A MORE COMPLETE KNOWLEDGE OF YOUR BACKGROUND.

I CERTIFY THAT THE INFORMATION I HAVE GIVEN IS COMPLETE, TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. I FURTHER AFFIRM THAT I HAVE NOT KNOWINGLY WITHHELD ANY FACTS OR CIRCUMSTANCES IN COMPLETING THIS APPLICATION. I UNDERSTAND THAT ANY MISREPRESENTATION OF INFORMATION BY ME CAN CANCEL THIS APPLICATION, OR BE CAUSE FOR MY TERMINATION IN THE EVENT I AM EMPLOYED BY THE UNIVERSITY.

Your Signature _____ Date _____

(5-1-75)

Form 85-2

APPLICATION FOR EMPLOYMENT

PLEASE PRINT

LAST NAME	FIRST NAME - MIDDLE INITIAL	SOCIAL SECURITY NO.	TODAY'S DATE

MAILING ADDRESS - NO. AND STREET	CITY AND STATE - ZIP CODE	TYPE OF WORK DESIRED	
			☐ PART TIME ☐ FULL TIME

TELEPHONE NUMBER — DURING THE DAY: Area Code: ___ / _____

EVENINGS AND WEEKENDS: Area Code: ___ / _____

If Either Telephone Number Is A Work Phone Number, May We Contact You There? Yes ☐ No ☐

PERSONAL DATA

DATE OF BIRTH: Month	Day	Year	ARE YOU A CITIZEN OF THE U.S.? Yes ☐ No ☐
Age:	Male ☐ Female ☐		If No, Type Visa _____

HAVE YOU EVER BEEN CONVICTED OF ANY CRIME? (Do Not Include Minor Traffic Violations) Yes ☐ No ☐

If Yes, Please Explain _____

DOES THE UNIVERSITY EMPLOY ANY OF YOUR RELATIVES? Yes ☐ No ☐ If Yes, Please Fill Out Below.

NAME	DEPARTMENT	RELATIONSHIP

HAVE YOU EVER BEEN EMPLOYED BY THE UNIVERSITY? Yes ☐ No ☐ If Yes, Please Fill Out Below.

DEPARTMENT	FROM (Date)	TO (Date)	NAME OF SUPERVISOR

EDUCATION

SCHOOL		LENGTH OF TIME ATTENDED	DATE FINISHED	GRADUATED Yes / No	COURSE
High School (City & State)					MAJOR / MINOR
College Or University (City & State)	DEGREES				

Professional Organizations Or Associations (Do Not Include Information That Provides Evidence Of Race, Religious Creed, Color, Ancestry Or National Origin).

• AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER •

EMPLOYMENT RECORD

PRESENT OR LAST EMPLOYER

Firm Name	Kind Of Business	Your Salary
Address Of Firm / Zip Code	Dates Employed: From (Date)	To (Date)
Describe Your Duties		
Name And Job Title Of Supervisor	Your Reason For Leaving	

NEXT PREVIOUS EMPLOYER

Firm Name	Kind Of Business	Your Salary
Address Of Firm / Zip Code	Dates Employed: From (Date)	To (Date)
Describe Your Duties		
Name And Job Title Of Supervisor	Your Reason For Leaving	

NEXT PREVIOUS EMPLOYER

Firm Name	Kind Of Business	Your Salary
Address Of Firm / Zip Code	Dates Employed: From (Date)	To (Date)
Describe Your Duties		
Name And Job Title Of Supervisor	Your Reason For Leaving	

LONGEST EMPLOYER (IF NOT LISTED ABOVE)

Firm Name	Kind Of Business	Your Salary
Address Of Firm / Zip Code	Dates Employed: From (Date)	To (Date)
Describe Your Duties		
Name And Job Title Of Supervisor	Your Reason For Leaving	

U. S. MILITARY SERVICE

Branch	Date Of Entry	Date Discharged Or Placed On Active Duty	Type Of Discharge
Present Or Last Rank	Special Training Received		
Type Of Duties Performed			

REMARKS

THIS SPACE IS PROVIDED TO MAKE ANY ADDITIONAL REMARKS THAT WILL GIVE US A MORE COMPLETE KNOWLEDGE OF YOUR BACKGROUND.

I CERTIFY THAT THE INFORMATION I HAVE GIVEN IS COMPLETE, TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. I FURTHER AFFIRM THAT I HAVE NOT KNOWINGLY WITHHELD ANY FACTS OR CIRCUMSTANCES IN COMPLETING THIS APPLICATION. I UNDERSTAND THAT ANY MISREPRESENTATION OF INFORMATION BY ME CAN CANCEL THIS APPLICATION, OR BE CAUSE FOR MY TERMINATION IN THE EVENT I AM EMPLOYED BY THE UNIVERSITY.

Your Signature _____ Date _____

(5-1-75) Form 85-2

Objective: _____

Name: _____

Address: _____

Telephone: _____

Birth date: _____

Marital Status: _____

Personal: _____

Education: _____

_____

Experience: _____

_____

_____

Other Information: _____

_____

_____

References: _____

_____

_____

You will need to fill out job applications and you may need a resume. One other thing that will help you "sell yourself" is a "skills card."

Fill in the following information:

Name:_____ Phone:_____ Position Desired:_____ Skills: (Experience and skills)_____
(Personal characteristics):_____

Now transfer the same information to a 3 x 5 card.

This can be used to pass out to friends and at places you go to ask about jobs. You can attach it to an application. It will attract attention and give someone a quick idea of your skills. You can leave it with a company that is not taking applications.

Where can you get one typed?_____

How much will it cost?_____

Where can you get it printed?_____

(Print at least 50 copies.)

Try a light beige, blue or yellow card. It will attract more attention than white.

You have now: filled out applications

made a resume.

made a "skills cards."

One more thing will help you. You need to have your information with you all the time. Use your information to fill out the following form. Cut it out. Fold it and carry it in your wallet.

Name:_____

Address:_____

_____

Phone:_____

Birth Date:_____

Social Security #:_____

Education:_____

----------FOLD----------

EMPLOYMENT HISTORY
Employer/Address / Position Held/Date

_____

_____

_____

_____

_____

_____

If you feel good about filling out an application you are ready to go.

If you are uncomfortable about filling out an application try these things:

Ask if you can take the application and return it later.

Tell them you do not have time now. You would like to take the application and return it later.

Tell them you do not have all the information you need. You will bring it back later.

Explain that you have "some difficulty" writing and would like to get help in filling out the application.

If none of these things work do your best in filling out the application with the information you have.

Remember to be: NEAT
CLEAN
COMPLETE
ACCURATE

DON'T TAKE TOO MUCH TIME!

Assignment:

1. Get your resume typed and copied.
2. Get your skills card typed and copied.
3. Practice giving out your Skills card. Give it to at least 2 friends. Tell them what you need. Use the words you practiced in your last session.

4. Try to get an application from a company. Take it home. Copy it. Practice filling out the copy.

5. Make sure you are carrying your pocket information card.

SESSION 6 - WHAT DO I SAY ON THE PHONE?

CURRENT JOB LEADS

Do you have any new job leads? Use the last page of this book to record every job lead you get.

Use the extra JOB NEEDS pages in the back of this book. Fill out JOB NEEDS on each job you are looking at.

What have you done about each job lead?

What will you do now?

Update action on old job leads. Is there any action you can take right now?

Rate yourself on "LOOKING GOOD."

Do you have your resumes and "Skills Cards?"

Have you used your "Skills Cards?" Talk about the results.

Did you bring a newspaper? Mark each ad. Check the business section. Put new job leads on the JOB LEADS page. Is there anything you can do now?

USE THE PHONE! CALL NOW!

Today's date _____

Activity:

Rate yourself in each of the following areas. If you check "Good," tell why you rated yourself that way. If you check "Needs Work," tell how you think you could improve.

	Good	Needs Work
Hair/clean/combed/cut (if neccessary)		
Skin/clean (shaved or trimmed)		
Teeth		
Hands and Nails		
Body Cleanliness		
Clothing		
Shoes		
Overall Look		

You will rate yourself during each session with your tutor. Remember to be ready for a job interview at any time.

SESSION 6 - WHAT DO I SAY ON THE PHONE?

New Objective

I will learn to use the phone to ask about jobs.

Your reading and writing is not strong. You must use your speech to "sell yourself." Think about the calls you have made. Have you been happy with the results? Why or why not?

Have your calls resulted in jobs? Why or why not?

Try using the script on the next page.

ROLE PLAY:

1. TUTOR call one of your job leads. STUDENT pretend to be the employer.

2. Reverse rolls. STUDENT call one of the jobs leads. Tutor pretend to be the employer. Keep practicing until student feels good about it.

PRACTICE: STUDENT pick one company to call. Try using the script. Tutor listen to call. Talk about the results. Try making one more call.

TELEPHONE SCRIPT FOR CONTACTING EMPLOYERS

INTRODUCE YOURSELF

Hello my name is (name).

ASK FOR THE NAME OF MANAGER

May I please speak with the manager and what is the name?

CALL HIM/HER BY NAME AND INTRODUCE YOURSELF AGAIN

Mr. Smith this is (name).

GIVE QUALIFICATIONS

I've had experience - (say 3 things - work specific skills; transferable skills; personal skills).

ASK FOR INTERVIEW

I am interested in meeting with you to discuss future employment.

IF EMPLOYER SAYS TO COME IN AND FILL OUT APPLICATION

When would be a good time to come in, fill out an application and talk with you for a few minutes?

EMPLOYER SAYS 9 - 5

Fine. I'll be in tomorrow at 3:00.

IF EMPLOYER SAYS NO, ASK AGAIN FOR INTERVIEW FOR POSSIBLE OPENINGS IN FUTURE

But I'm still interested in meeting with you in case something opens up.

IF STILL NO, ASK FOR OTHER JOB LEADS

Thank you for not wanting to waste my time; but would you know of any places that may be hiring someone with my qualifications?

ASK NAME OF PERSON TO CONTACT

Could you please give me the name of a person to contact?

ASK IF YOU COULD CALL BACK LATER IN CASE AN OPENING OCCURS

You wouldn't mind if I called you back later in case something opens up?

Assignment:

1. Try your phone script. Call at least one company. Use your script every chance you get.

2. Look at your newspaper. Identify new job leads.

3. Use your "Skills Cards." Talk to 2 people about jobs.

SESSION 7 - WHAT DO I DO AT AN INTERVEW?

CURRENT JOB LEADS

Do you have any new job leads? Use the last page of this book to record every job lead you get.

Use the JOB NEEDS pages in the back of this book. Fill out JOB NEEDS on each job you are looking at.

What have you done about each job lead?

What will you do now?

Update action on old job leads. Is there any action you can take right now?

Rate yourself on "LOOKING GOOD."

Talk about your phone calls. Practice the phone script again.

Mark your newspaper.

Is there any action you can take now?

DO IT NOW!

PAGE 51
JOB SEARCH MANUAL

Today's date _____

Activity:

Rate yourself in each of the following areas. If you check "Good," tell why you rated yourself that way. If you check "Needs Work," tell how you think you could improve.

	Good	Needs Work
Hair-clean-combed-cut (if neccessary)		
Skin-clean (shaved or trimmed)		
Teeth		
Hands and Nails		
Body Cleanliness		
Clothing		
Shoes		
Overall Look		

You will rate yourself during each session with your tutor. Remember to be ready for a job interview at any time.

SESSION 7 - WHAT DO I DO AT AN INTERVIEW?

New Objective

I will learn what to say and do at a job interview.

You need to know that employers usually decide whether or not to hire you in the first five mintues. They make a decision based on these things:

APPEARANCE

ATTENDANCE AND PUNCTUALITY

RELIABILITY

DEPENDABILITY

SKILLS

ABILITIES

EXPERIENCE

TRAINING

INTEREST

Talk about how you rate on each of these things.

You also need to know that an employer will not hire you because you need a job. An employer will hire a person that can do the job and make money for the company.

GET READY: **Have your job application / resume / skill card / pen and paper**

Find out all you can about the company.

If possible fill out JOB NEEDS sheet about the job.

Prepare questions you need to ask.

Practice them.

GET SET:	Use your "LOOKING GOOD" checklist.
	Be sure you know the person, place and time.
	Be sure you know how to get there.
	Be on time - even a few minutes early.
GO:	Smile.
	Be friendly.
	Introduce yourself.
	Shake hands.
	Thank the interviewer for seeing you.
	Clearly answer every question.
	Ask your questions.
	Be sure to state your skills clearly.
	Tell why you would do a good job.
	Thank the interviewer for seeing you.
	Ask when a decision will be made.
FINISH:	Call back in a few days (or when you are told to call).
	Express your interest in the job.
	Thank the interviewer for seeing you.
	Ask if a decision has been made.

LEARN FROM YOUR INTERVIEW.

MAKE YOUR NEXT ONE BETTER.

Activity:

ROLE PLAY: 1. Pick a job on the job leads list. Student ask these questions. Tutor answer them as if you were the student.

1. Why do you want this job?
2. Why should I hire you?
3. Tell me about your skills.
4. What do you know about our company?
5. How much money do you need to make?

REVERSE ROLLS: Tutor ask the questions. Student answer them.

PRACTICE THIS WITH SEVERAL DIFFERENT JOBS.

Activity:

1. Make some calls.
2. Try to set up some interviews.
3. Use the suggestions for each interview.
4. Look at the newspaper. Record any new job leads.

SESSION 8 - HOW DO I KEEP ON LOOKING?

CURRENT JOB LEADS

Do you have any new job leads?

Use the last page of this book to record every job lead you get.

Use the JOB NEEDS page. Fill it out on each new job lead.

What have you done about each job lead?

What will you do now?

Update action on old jobs leads. Is there any action you can take right now?

Rate yourself on "LOOKING GOOD."

Use your newspaper. Check the HELP WANTED and the business section. Mark each job.

CALL NOW! USE THE PHONE!
PAGE 56
JOB SEARCH MANUAL

Today's date _____

Activity:

Rate yourself in each of the following areas. If you check "Good," tell why you rated yourself that way. If you check "Needs Work," tell how you think you could improve.

	Good	Needs Work
Hair-clean-combed-cut (if neccessary)		
Skin-clean (shaved or trimmed)		
Teeth		
Hands and Nails		
Body Cleanliness		
Clothing		
Shoes		
Overall Look		

You will rate yourself during each session with your tutor. Remember to be ready for a job interview at any time.

SESSION 8 - HOW DO I KEEP ON LOOKING?

You have spent time learning skills to help you get a job. You need to use those skills as often as you can. You need to do these things every day.

1. LOOK FOR NEW JOB LEADS.
2. MAKE TELEPHONE CALLS.
3. GET INTERVIEWS.

Use the calendar to list all the calls you need to make and the interviews you set up.

Activity:

1. Use the phone book to find new job leads. Think of different kinds of companies that can use your skills. Call for an interview. Use the phone script.

2. Add to your list of people and places to see people. Call someone. Use the words you practiced.

3. Look back at old job leads. Is all the information complete. Can you call any of those companies? Even if the first job is not available can you call the company about other jobs or job leads. Use your phone script.

4. Practice your job search skills. Choose the skill that you need the most practice with.
   a. Practice asking people for job leads.
   b. Practice the phone script.
   c. Practice possible interview questions.
   d. Practice telling someone what kind of job you want and what skills you have.
   e. Practice filling in job applications.

5. Locate a newspaper and check for job leads.

From now on every session with your tutor will be aimed at finding new job leads and getting ready for job interviews. You may choose from the five listed activities to practice your skills. Ask your tutor if you feel you need more help or more practice with any skills.

KEEP LOOKING! KEEP CALLING!

Start to look and register for work at other places. Use your resume. Use your Skills Card. Think about checking with:

The U.S. Employment Office

The Private Industry Council

The Chamber of Commerce

Personnel Offices of Federal, State, County and Local Government

Local Schools and Universities

Large Companies in your area

Keep adding new job leads every time you meet with your tutor. Repeat Session 8 activities until you have a job. Move on to Session 9 when you have obtained a job.

SESSION 9 - NOW THAT I'VE GOT IT, HOW DO I KEEP IT?

Congratulations On Your Job!

Now What?

It is important now that you have a job to discuss what you like about the job and what you do not like.

Make a list with your tutor.

Like	Don't Like

Discuss what you like and why with your tutor. Try to get a chance to say something positive about your job to your boss or/and co-workers.

Talk with your tutor about things you don't like. Try to take action to improve them if possible but do not become a complainer at work. You may need to put up with some things you do not like in order to keep your job.

In order to keep your job you need to consider the needs of your employer.

Rate yourself on the following:

Keeping a Job Checklist

	Always	Sometimes	Never
I get to work on time			
I seldom miss work			
I call if I am sick			
I work as hard as I can			
I pay attention to my work			
I do the work as I am told			
I am friendly on the job			
I try to solve problems that come up			
I follow safety rules			
I use materials properly			
I go to work "Looking Good"			

Use the looking good checklist everyday. You do not need to write it, but do go ever it in your mind.

Find out if and when you will have an employee evaluation. Try to find out what kinds of things you are evaluated on. If possible get an evaluation form before your evaluation. Discuss this with your tutor. Do you feel you are doing what is necessary to get a good evaluation?

Some employees are on a probationary period. If you are, find out how long it is and what will be expected of you. The probationary period is for your employer to decide whether or not you are the best person to do the job. It is also for you to decide if this is the job for you.

If you decide that it is not the job for you - **BE CAREFUL - THINK** - Are you willing to give up a job without having another one? If you are thinking of quitting begin your "Job Search" before you quit your job. Don't forget to use the things you have learned in your "Job Search Workbook." If you and your employer are happy with your work - Great! Good Luck!

Assignment:

1. Look back at your "Keeping a Job Checklist" once in a while. Make sure you continue to follow the rules.
2. Make sure you understand any written directions given to you at work. If possible bring these things to your tutor and read through them together.
3. Ask your tutor for further help if you need it. Some things your tutor may be able to help you with are:

   understanding your paycheck

   understanding your deductions

   understanding your benefits

   understanding your work rules

   understanding how to make a budget
4. Let your tutor know how things are going.
5. Get the help you need to improve your reading.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY

JOB NEEDS

Job _____

	Is this okay ? Yes	No
location		
salary		
hours		
kind of work		
people I work with		
benefits		
chance for a raise		
starting date		
Would I accept this job?		

Job _____

	Is this okay ? Yes	No
location		
salary		
hours		
kind of work		
people I work with		
benefits		
chance for a raise		
starting date		
Would I accept this job?		

COMPANY NAME	CONTACT PERSON	ADDRESS PHONE NUMBER	DATE CALLED	RESULT OF CALL	DATE FOLLOW UP	DATE APPL. COMPL.	DATE OF INTERV.	RESULT: WHY I GOT THE JOB - OR DIDN'T GET THE JOB

STUDENT EVAULATIOIN

JOB SEARCH WORKBOOK

Did you get a job? YES NO

Do you feel better prepared for a job search? YES NO

What did you like best about the job search workbook?

What did you like least about it?

What helped you the most?

What would you change?

What would you add?

What would you leave out?